



Human Resources

Continual Recruitment
Effective 02/2006

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

DEPARTMENT/DIVISION
PUBLIC SAFETY

POSITION AVAILABLE
COMMUNICATIONS OFFICER TRAINEE LEVEL I

OF OPENINGS

STARTING SALARY
\$10.04 / hour

COMMENTS
Applications for this position are accepted on a continual basis.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 868
PAY GRADE 9
SALARY: \$10.04 - \$15.16
COMMUNICATIONS OFFICER TRAINEE LEVEL I

MAJOR FUNCTION: Specialized work receiving, screening, and dispatching messages over a police communications system.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of geography of area, its road network and surrounding area. Knowledge of rules, regulations and procedures for dispatching and controlling the work of motorized policemen and equipment. Knowledge of the methods and practices of operation radio transmitting equipment. Knowledge of the computer formats.

Abilities: Ability to react quickly and calmly in emergencies and to maintain a variety of simple clerical records. Ability to type thirty words per minute after two months from date of employment. Ability to establish and maintain a satisfactory working relationship with co-workers and the general public. Ability to work under noted stress as required in the operation of the radio and telephone equipment. Must have the ability to operate a high speed computer terminal and teletype.

Skills: Skills must include good diction. Must be capable of operating multi-channel radio consoles and be responsible for receiving and obtaining requested information from law enforcement and other agencies. Must be capable of writing quickly, accurately and correctly in the English language on a data processing type card and other ledgers. Must take and pass a communications test given by the department within three months from date of employment.

ESSENTIAL JOB FUNCTION: Operates radio frequencies as to the dispatching of patrol units and receiving messages. Receives all incoming calls on telephone lines and channels them to proper department. Sends and receives all messages on teletype. Maintains and gives out requested information to all law enforcement agencies regarding motor vehicle registration. Receives all complaints, assigns complaint numbers and dispatches patrol units when needed. Notifies fire department of all emergency messages related to fire or rescue. Performs related work as requested or assigned. Must be subject to a background check as sworn personnel.

ESSENTIAL PHYSICAL SKILLS: Must have good eyesight and good hearing in both ears and be capable of wearing a head set with an ear insert device during shift hours. Must have a clear speaking voice. Use of both hand and fingers with dexterity. Occasional walking and frequent standing. Ability to lift 30 lbs occasionally. Ability to handle a high volume of stress. Good hand/eye coordination.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture. Must be willing to do shift work.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from a high school or possession of an acceptable equivalency diploma, or an equivalent recognized certification.

EXPERIENCE: Experience affording familiarity with radio dispatching techniques. A comparable amount of training and experience may be substituted for the minimum requirements.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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